

UC DAVIS



GRADUATE STUDIES

Slate Fellowship Training

Graduate Studies

Slate Fellowship Training for Graduate Program Coordinators

December 9 & 10, 2020

AGENDA



- Deadlines and Overview
- PRM
- Prospective Student Process
 - Faculty Responsibilities
 - Coordinator Responsibilities
 - Chair Responsibilities
- Continuing Student Process
 - Faculty Responsibilities
 - Coordinator Responsibilities
 - Chair Responsibilities
- Questions

ANNUAL INTERNAL FELLOWSHIP COMPETITION

Award \$6.6 million

- 68 [fellowship opportunities](#) awarded to 325 students
- 11 open to nonresident alien students

Deadlines

- January 15th: Fellowship applications from students through Slate (our online application system)
 - Some programs have an earlier deadline for prospective students
 - We are encouraging students to ensure their letters of reference are also submitted by January 15th. We send auto-generated reminder emails about missing materials
- Programs Rank students
 - Evaluate in a timely fashion, assemble committees and schedule meetings well before deadlines
 - Meet between Jan 18th and Feb 05th for ranking
- Friday, February 05th: Graduate Programs submit ranked nominations to Graduate Studies
- March: Graduate Studies begins emailing offer letters to students
 - Awards are always confirmed with each graduate program prior to sending the offers to the students
- Second and third round offers continue through May

Overview

Prospective Student Fellowship Process



- 1) Assign fellowship roles to faculty in PRM
- 2) Implement a process to determine a sub-set of students you want to consider for fellowship nomination.
 - a) Add copies of these students' admission applications to the "Program Ranking" bin of the Fellowship Workflow
- 3) Implement a process to confirm the final list of students you want to rank and nominate.
 - a) Add any fellowships the students didn't choose
 - b) Add DDGF (*optional for some programs*)
 - c) Rank the students
 - a) Move the ranked students to the "Fellowship Chair Submission" bin
- 4) Confirm your ranked list and have your Fellowship Chair move the ranked students to the "F: Grad Studies" bin
- 5) Graduate program process is complete

AGENDA



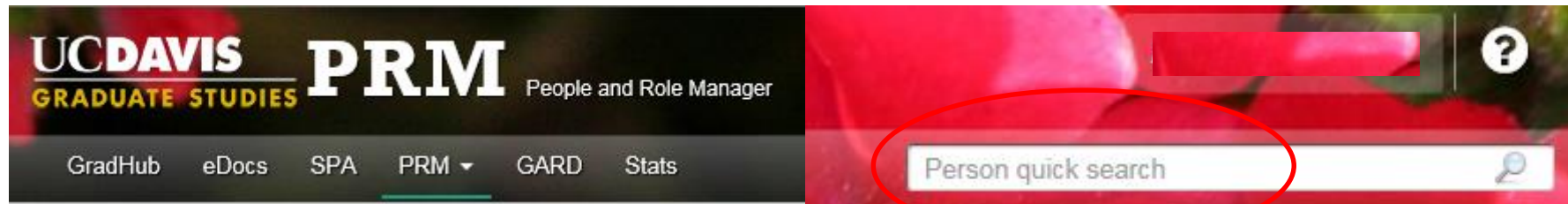
- Deadlines and Overview
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People and Role Manager (PRM)

Faculty Slate Access

- Login to PRM: <https://prm.gs.ucdavis.edu/>
- Search for your faculty member (person quick search)

If you can't find the employee, email:
gradpermissions-request@ucdavis.edu



- Choose “+Add Role”
- Slate access choices (gives access to both prospective and continuing student fellowship workflow):
 - Fellowship Reviewer Group = can see all Reader Review Forms
 - Fellowship Reviewer Private = cannot see Reader Review Forms
 - Fellowship Staff Assistant = application read only
- Choose Major Program
- End date is optional
- Save
 - Slate access updates daily, overnight around 3 am

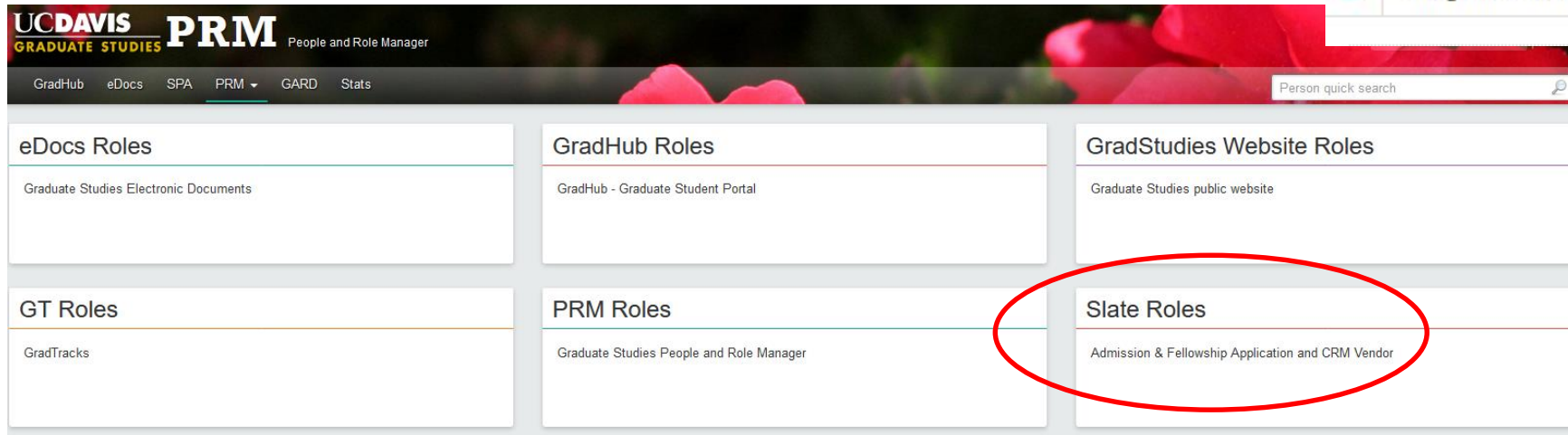
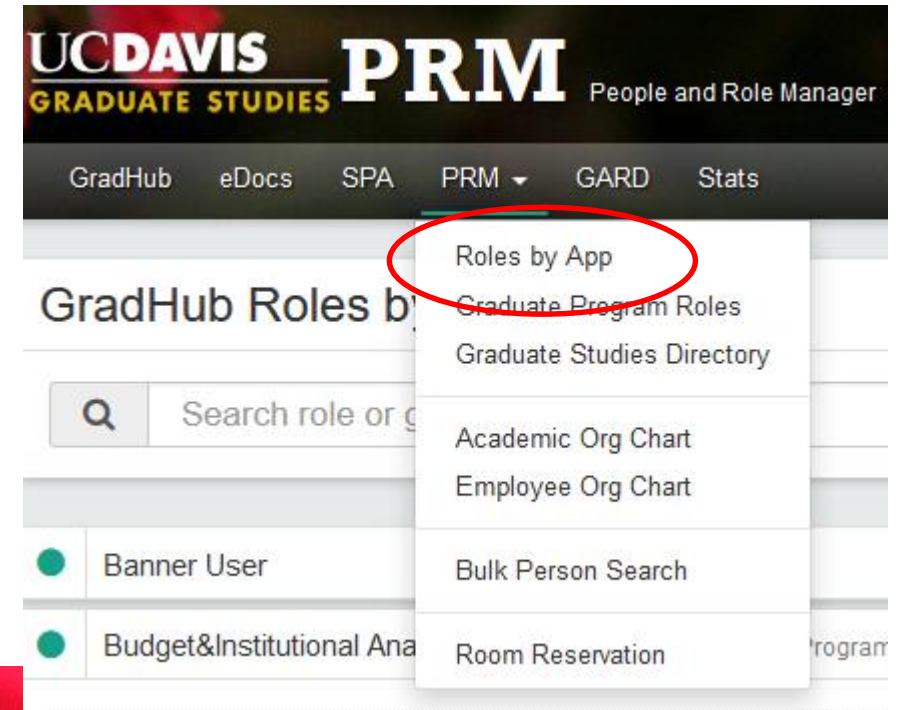
Add Role for

Role	Fellowship Reviewer Group
	Details
Major Program	Chem
Start - End Dates	Agricultural and Environmental Chemistry (Grad Group, GACH)
Active Status	Agricultural Chemistry (Grad Group, GAGC)
Depends on	Biochemical Engineering (Major, EBCL)
	Biochemistry (Major, LBCH)
	Biochemistry (Major, ABCH)
	Biochemistry (Grad Group, GBCH)
	Biochemistry and Molecular Biology (Major, BBMB)
Comments max 2000	Biochemistry and Molecular Biology (Grad Group, GBMB)
	Biochemistry and Molecular Biology (Major, LBMB)

People and Role Manager (PRM)

Faculty Slate Access

- To see who has Slate Access via PRM
 - Go to “Roles by App”
 - Then “Slate Roles” for a full list by Grad Program



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Prospective Student Fellowship Process

Accessing the Admission Workflow

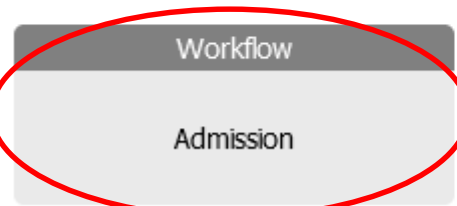
- Start in Slate (<https://apply.grad.ucdavis.edu/manage/>) and then go into Reader



Slate Reader

Click on Reader

Click on Admission



This workflow is only for Continuing Students and will only be visible if the faculty member has been granted "Fellowship Review" access.

Prospective Student Fellowship Process

Accessing the Admission Workflow

Admission Workflow

- The front page of Reader now contains FAQs and a link to an applicant Excel query which is accessible by EVERY Reader!

The screenshot displays the Reader application interface. On the left is a navigation sidebar with options: Home, Browse, Search, Queue, Recent, Share, Classify, Help, and Exit. The main content area is titled "Hello, Laura Young." and features a "FAQs" section. A red arrow points from the text above to a "here" link in the second FAQ. A green box highlights the "FAQs" header, and another green box contains a note about adding information to the front page. A blue box highlights the "Old GARD Query" section, which includes a list of filters and a "Run Query" button.

slate Hello, Laura Young.

Home

FAQs

Q: How do I copy and paste text from an application in Reader?
1) Put the application into your Queue.
2) On the bottom of the screen, next to "Annotations", select the second icon:
3) Use the cursor to highlight the text you want to copy and the keyboard shortcuts to copy.

Remove from Queue Annotations + I

We hope to continually add information to this front page to make navigation of Reader easier for users

How do I get an Excel Spreadsheet of my applicants?
* This is for the Admission Workflow ONLY *
1) Click [here](#) for the Old GARD Query.
2) Click on the "Graduate Program PINNED IN" hyperlink.
3) Select the graduate program(s) you would like to be included in the query and SAVE.
4) Click the "Run Query" button.

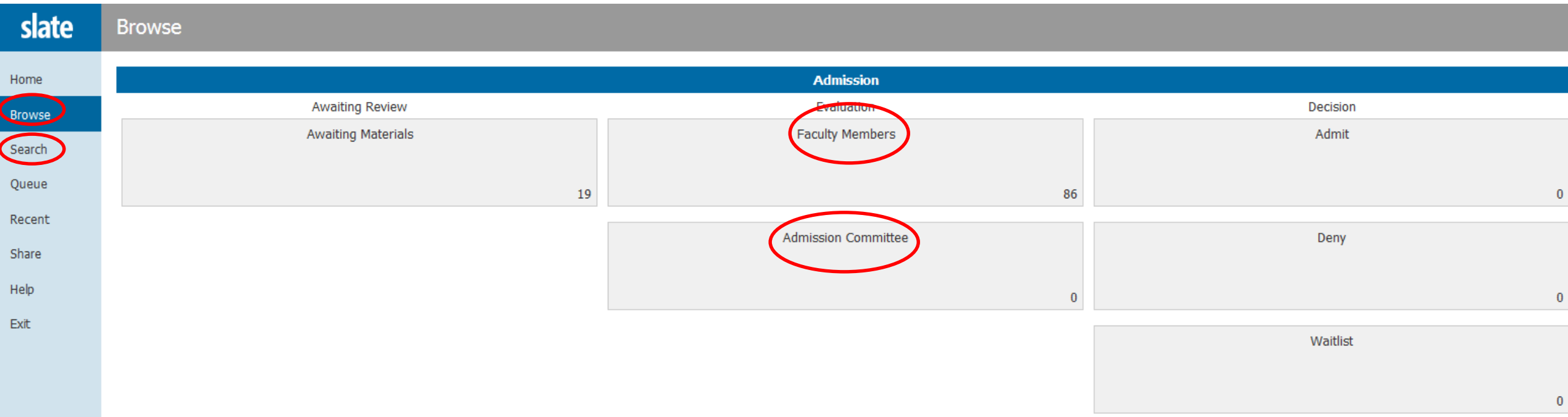
Old GARD Query

Folder	*Graduate Program Queries
User	Laura Young
Base	Applications
Execution Mode	Retrieve all records each time query is run
Filters	Graduate Program PINNED IN Application Status IN Awaiting Materials, Awaiting Decision, Round Key IN GAF Application Period Active = Active Tag NOT IN Test Record

Prospective Student Fellowship Process

Faculty fellowship review in the Admission workflow

- When you enter Reader, it starts on the “Home” tab (nothing displays), click on the “Browse” tab to see the bins
- Click on a bin, or the “Search” tab, to see the list of applications from the graduate programs you’ve been given access



The screenshot shows the 'slate' application interface. The left sidebar contains navigation options: Home, Browse (circled in red), Search (circled in red), Queue, Recent, Share, Help, and Exit. The main content area is titled 'Admission' and displays a grid of application bins. The 'Faculty Members' bin is circled in red, and the 'Admission Committee' bin is also circled in red. Other bins include 'Awaiting Review' (19), 'Awaiting Materials', 'Evaluation' (86), 'Decision' (0), 'Admit' (0), 'Deny' (0), and 'Waitlist' (0).

Bin Name	Count
Awaiting Review	19
Awaiting Materials	
Evaluation	86
Faculty Members	
Admission Committee	0
Decision	0
Admit	0
Deny	0
Waitlist	0

Prospective Student Fellowship Process

Faculty fellowship review in the Admission workflow

- Faculty can filter the list using various queries on the right side
- Click on the “display copy” icon to open and review an application

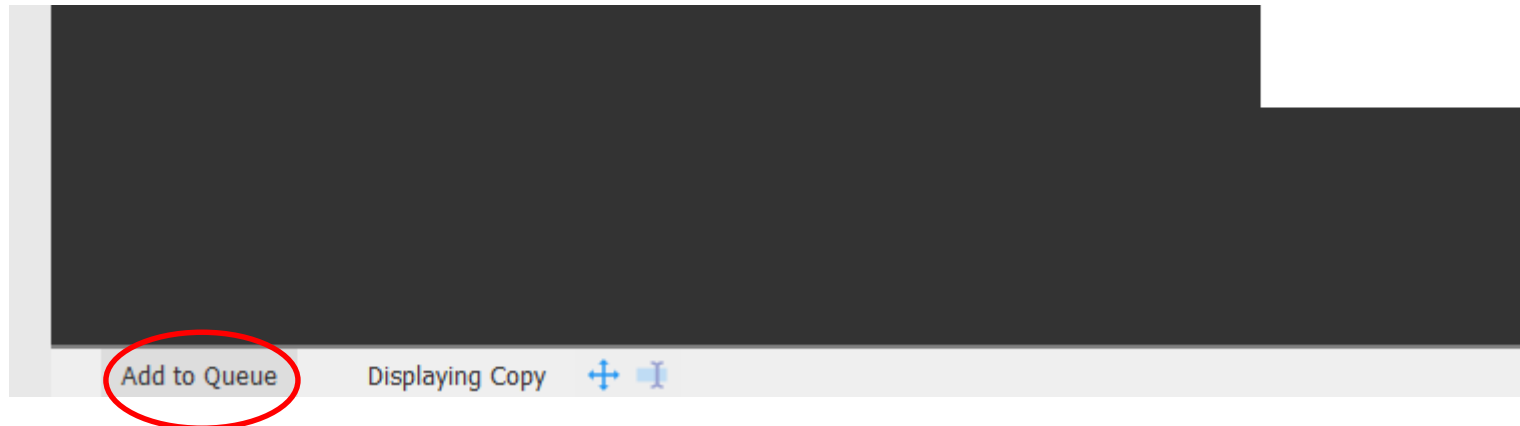
The screenshot shows the 'slate' application interface. On the left is a navigation sidebar with options: Home, Browse, Search, Queue, Recent, and Share. The main area displays a table of applications with columns: Name, Graduate Program, and Verified Graduate GPA. The table lists three applications: Molly Creagar (Sarah Driver), Sarah A. Pungitore, and Xumei Xi, all in Applied Mathematics. To the right of the table is a filter panel with buttons for 'Refresh', '-5', '+5', and 'Add to Queue (0)'. Below these are 'Prev' and 'Next' buttons, a search bar, and two dropdown menus. The first dropdown is set to 'Evaluation - Faculty Members' and the second is set to 'Default'. Below the dropdowns are buttons for 'Filter', 'NOT', '(', 'OR', and ')'. At the bottom of the filter panel, there is a text input field containing 'Graduate Program IN Applied Mathematics'. Red circles and arrows highlight the 'display copy' icon in the table and the 'Default' dropdown menu.

Name	Graduate Program	Verified Graduate GPA
Creagar, Molly ▸ Sarah Driver	Applied Mathematics	
Pungitore, Sarah A	Applied Mathematics	
Xi, Xumei	Applied Mathematics	

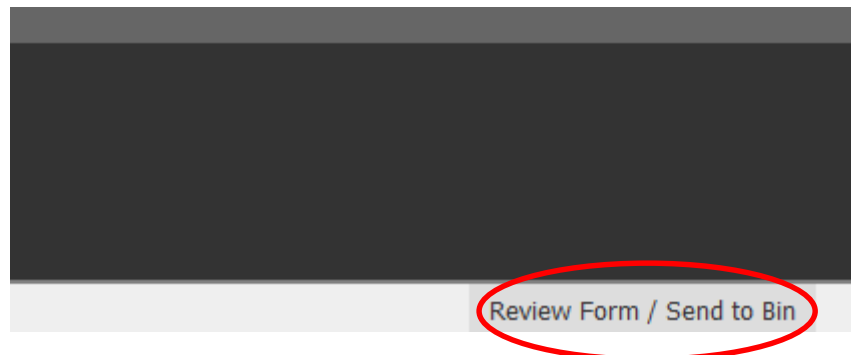
Prospective Student Fellowship Process

Faculty fellowship review in the Admission workflow

- **Only add to your queue when ready to Rate & Comment!**
 - Once application is open, click on “Add to Queue” (lower left of screen) to access the Rate & Comment Reader Review Form. Finish ASAP as applications can only be in one bin at a time.



- Click on “Review Form / Send to Bin” (lower right of screen) to open the Reader Review form



Prospective Student Fellowship Process

Faculty fellowship review in the Admission workflow

- Check “Reader Rate & Comment” to expand (open) the form
un-expanded view:

A list of checkboxes for various forms and actions. The checkbox for "Reader Rate & Comment Form #1" is circled in red. Below the list is a "Send to Bin" section with fields for "Current Bin Faculty Members", "Next Bin (required)", and "Next Reader (optional)". At the bottom are "Send" and "Draft Saved" buttons.

- The single Rating field is used for both admissions and fellowships
- Once submitted, this appends to the application as a Reader Review Form and removes the application from your queue

The expanded form titled "Reader Rate & Comment Form #1". It includes an "Overall Rating" dropdown menu, a "Comments" text area, a "Recommendation to Admission Chair" dropdown menu, a "Recommend for Internal Grad Studies Fellowship" dropdown menu, and a "Test Scores Entry" checkbox. Below these is another "Send to Bin" section with the same fields as the un-expanded view. At the bottom are "Send" and "Draft Saved" buttons. Red arrows point from text boxes on the right to specific fields in the form.

Reader Rate & Comment Form

This field is required. Your program should develop a rubric to ensure ratings are on the same scale.

This field is not required. May be used to record any comments about the applicant.

This field is not required. Provided to aid in the admission review process.

This field can be used to communicate to the program if you think the student would be a good fellowship nominee. This field is not required and selecting “Yes” will not guarantee the student is nominated.

This defaults to the current bin and faculty will not be able to change this field.

Click “Send” to save the form and move the application out of your Queue.

Prospective Student Fellowship Process

Faculty fellowship review in the Admission workflow

- If using the “Overall Rating” functionality, all faculty in the program must agree to a common rubric to ensure all ratings are on a common scale.
 - All of our applicants are generally excellent students. A “1” rating isn’t necessarily a terrible student, it is simply the lowest rating in the group of excellent students the faculty member reviewed.
 - All faculty members should try their best to use the entire scale.
 - While it is reasonable to think all the great students who apply to UC Davis should receive 8, 9, or 10 ratings, to use the whole scale simply convert the 8’s to 1’s, the 9’s to 5’s or 6’s, and leave the 10’s.
 - In our experience, once a faculty member reviews a handful of students, they are quickly able to group the students and apply the scale appropriately
 - Your program could also assign definitions to each of the ten rating, for example, “1 = not prepared for graduate study, do not admit” and “10 = an independently wealthy world-class superstar genius candidate, admit yesterday”.

AGENDA

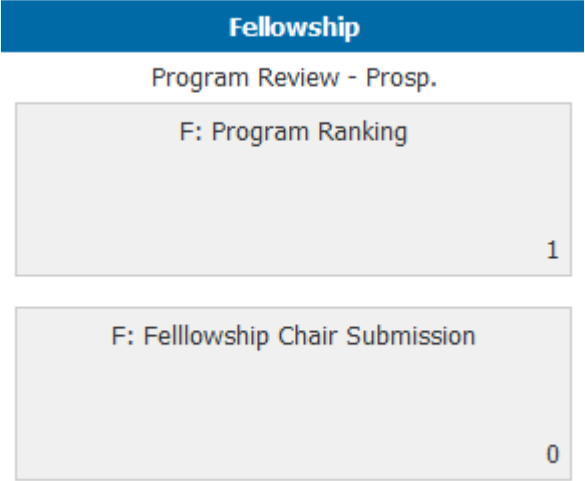
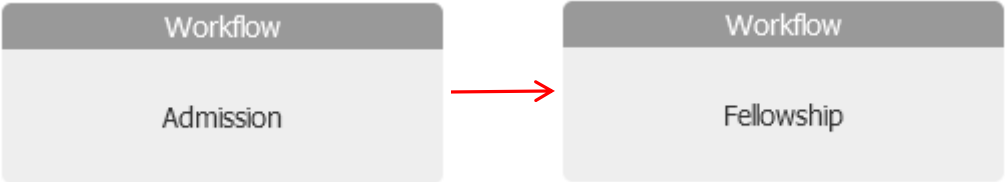
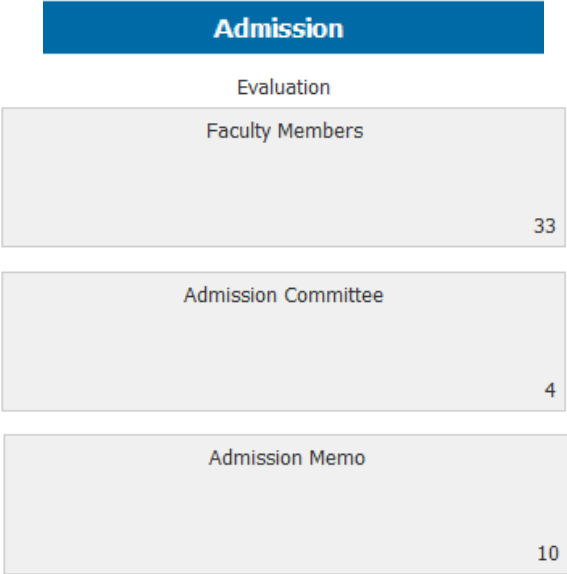


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Prospective Student Fellowship Process

Coordinator Process

- Formulate a process to choose a sub-set of students to rank and nominate for fellowships.
 - Start in the Admission workflow
 - Obviously, you will only nominate students for fellowship consideration if you want to admit them.
- Add copies of admission applications to the Fellowship workflow



Prospective Student Fellowship Process

Coordinator Process

- Tools (queries) to help you identify students and organize reviews
 - Can run actual reports in the Query module
 - Use the “Prospective Student Fellowship” folder
 - Can also filter students in Reader (page 21)
- In Slate, use this pull-down menu to access Queries



Queries

New Query

Quick Query

Name	Folder
PF: All Fellowship Eligible in Admission Workflow	Prosp Student Fellowship
PF: Applications in Chair Submission Bin	Prosp Student Fellowship
PF: Applications in Program Ranking Bin	Prosp Student Fellowship
PF: Dean's Distinguished Query	Prosp Student Fellowship
PF: Fellowships by Student	Prosp Student Fellowship
PF: Provost's First Year Query	Prosp Student Fellowship

A screenshot of the Slate sidebar menu. The menu is organized into sections: "Queries" (with links for Reports, Widgets, Predictions, Voyager), "Users" (with a dropdown menu showing "Albrecht, Steven"), "Personal queries" (with "Include shared queries" circled in red), "Folders" (with links for All Folders, *Graduate Program Queries, Audit, Cont Student Fellowship, Integration, and "Prosp Student Fellowship" circled in red), "Reader" (with "Reader-Reports" and "Shared"), "System" (with "Templates" and "Testing").

Prospective Student Fellowship Process

Coordinator Process

- Tools (queries) to help you identify students and organize reviews
 - For “PINNED” filters, you must add the graduate program(s).
 - Choose multiple programs by pressing the control key while selecting programs

The screenshot displays a query filter interface. On the left, a sidebar shows the filter configuration: 'Round' is set to 'Application for Graduate Admission and Fellowships', 'Prospective Student Fellowship Eligible' is set to 'Yes', and 'Graduate Program' is set to 'PINNED'. The 'Matching Rows' count is 0. A 'Run Query' button is visible. Below the sidebar, the text 'Technolutions Slate (UC Davis Graduate Studies)' is present. On the right, an 'Edit Filter' dialog box is open for the 'Graduate Program' filter. It shows a search bar, a 'Show Selected' checkbox, and a list of graduate programs including Agricultural and Environmental Chemistry, Agricultural and Resource Economics, Animal Behavior, Animal Biology, Anthropology, Applied Mathematics, Art, Art History, Atmospheric Science, and Avian Sciences.

Prospective Student Fellowship Process

Coordinator Process

- Tools (queries) to help you identify students and organize reviews
 - **PF: All Fellowship Eligible in Admission Workflow**
- **“Prospective Student Fellowship Eligible”** = If student has submitted their app before your program’s fellowship deadline AND application is complete. This filter is included in all “fellowship” queries.
 - Many programs will have applications in their admission workflow who are NOT fellowship eligible.
- Faculty Rating Average = Faculty members’ rating average from their Admission Reader (Rate and Review) forms
- Rec for GS Fellowship = at least 1 faculty says “Yes” they recommend the student for fellowship nomination

Exports

Name
Graduate Program
Citizenship Status
Prospective Student Fellowship Eligible
Rating Average
Rec for GS Fellowship <input type="checkbox"/>
Copy to GS Fellowship Workflow
Current Admission Bin Workflow IN Admission
Current Fellowship Bin Workflow IN Fellowship

Filters Check Logic Matching Rows: 0

Round	IN	2020 Application for Graduate Admission and Fellowships
Prospective Student Fellowship Eligible	IN	Yes
Graduate Program	PINNED	IN

Prospective Student Fellowship Process

Coordinator Process

- Tools (queries) to help you identify students and organize reviews
 - **PF: Fellowships by Student**

Exports

Name	Jones Yes
Graduate Program	Kraft
Degree Objective	Mccalla
Faculty Rating Average	McNair
Ranking	NIH
Department Nominations	NSF
Dean's	Schwall
Provost	Steindler
Yen Chuang	Vanderhoef
Cota Robles	Wydick
Elliott Yes	Zolk Yes
Gibeling	
IRT	

Prospective Student Fellowship Process

Coordinator Process

- How to add copies of admission applications to the “Program Ranking” bin of the Fellowship Workflow
- Tools (queries) to help you identify students and organize reviews
 - Can filter students in Reader
- Select filter “F: Eligible for Prospect Fellowships” in the second drop down menu in the right hand column
 - This filter will display all the students that are eligible for fellowships in their graduate program
- Select graduate program(s) you want. Note: Coordinators can see entire list of programs here, but will only have access to their programs.
 - You can select multiple programs by holding down the control key and clicking on the programs you want.

Prev Next

Search...

Review - Admission Memo

F: Prospect Fellowship - Admission Memo

Filter NOT (OR) Join

Graduate Program IN

Prospective Student Fellowship Eligible IN Yes Edit

Faculty Rating Average >= 0

Edit Filter

Graduate Program IN

Search...

Show Selected

- Agricultural and Environmental Chemistry
- Agricultural and Resource Economics
- Animal Behavior
- Animal Biology
- Anthropology
- Applied Mathematics
- Art
- Art History
- Atmospheric Science
- Avian Sciences

Prev Next

Search...

Evaluation - Faculty Members

Default

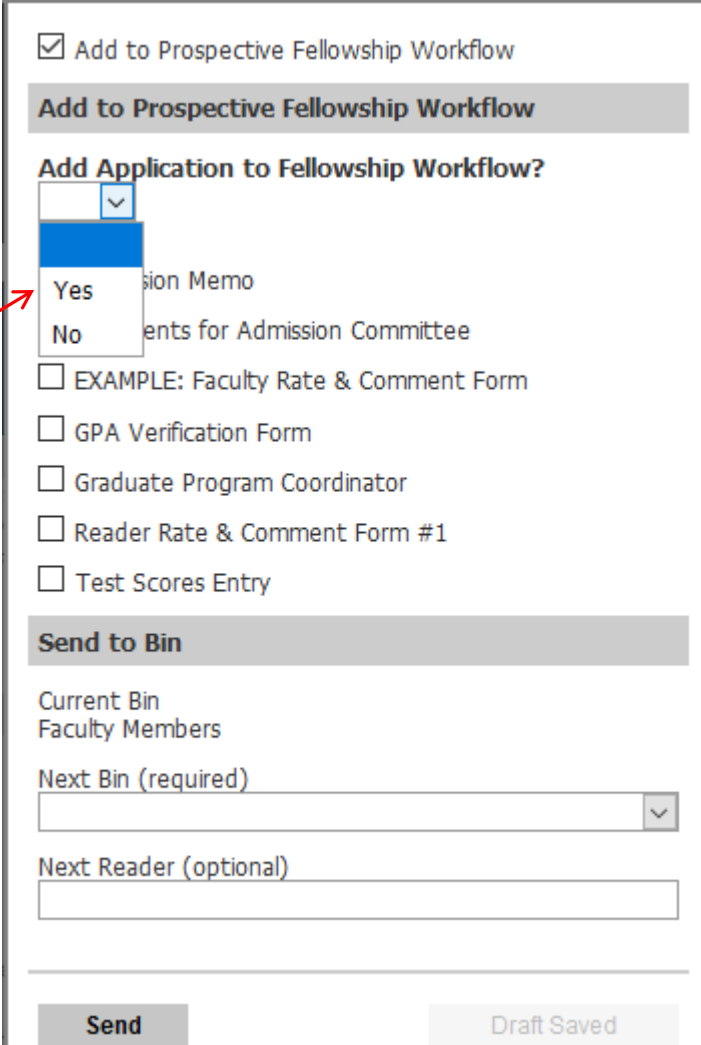
- Default
- Admission Memo Recommendation
- Admitted Students - SIR Response
- Citizenship - Domestic & Permanent Resident
- Citizenship - International
- F: Cont Student Program Ranking
- F: Continuing Student - Missing Checklist Items
- F: Continuing Student - Ranking
- F: Display Continuing Students
- F: Eligible for Prospect Fellowships
- F: Grad Studies Review Committee
- F: Prospect Fellowship - Ranking
- F: Prospect Student Program Ranking
- Faculty Member Preference
- GPA - Verified & Self Reported
- Grad Prep Program Applicants
- Missing Checklist Items
- Research Interests
- Residency - CA Residents Only
- TEST Reader

- This query includes the “Faculty Average Rating >=0” filter. This can be deleted by clicking the red X.

Prospective Student Fellowship Process

Coordinator Process

- How to add applications to the “Program Ranking” bin of the Fellowship Workflow
- Add applications to your queue to access the “Add to Prospective Fellowship Workflow” Reader Review form.
- You create a “copy” of the application and add it to the prospective fellowship “Program Ranking” bin by completing the “Yes” answer to this Reader Review form.
- This DOES NOT move the application further in your admission process. The admission application will remain in the current bin for further admission processing.
- This does not nominate a student for fellowship consideration, you could still choose to not nominate/rank this student in the fellowship processes to follow.



Add to Prospective Fellowship Workflow

Add to Prospective Fellowship Workflow

Add Application to Fellowship Workflow?

Yes Admission Memo

No Comments for Admission Committee

EXAMPLE: Faculty Rate & Comment Form

GPA Verification Form

Graduate Program Coordinator

Reader Rate & Comment Form #1

Test Scores Entry

Send to Bin

Current Bin
Faculty Members

Next Bin (required)

Next Reader (optional)

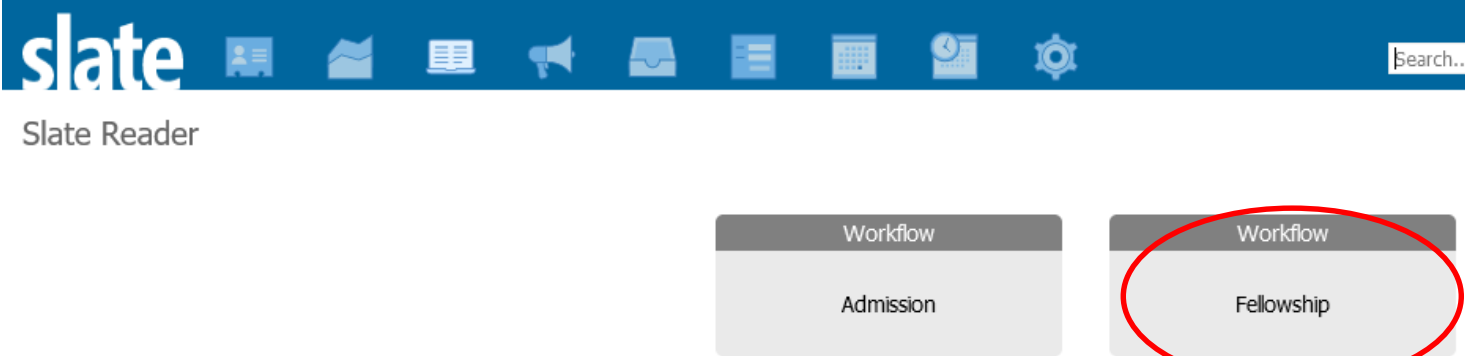
Send **Draft Saved**

Prospective Student Fellowship Process

Coordinator Process

- Program Ranking bin

- To access the applications in the Fellowship Workflow, you have to exit out of the Admission Workflow and enter the Fellowship Workflow



- Copies of the applications you indicated “Add to GS Fellowship Ranking” are now in the “F: Program Ranking” bin under the “Program Review – Prosp.” column in Reader.

The image shows the main dashboard of the Slate Reader application. On the left is a navigation menu with 'Browse' selected. The main content area is titled 'Browse' and contains a grid of application bins. The 'Fellowship' column is highlighted in blue. Within this column, the 'Program Review - Prosp.' bin is circled in red. This bin contains one application labeled 'F: Program Ranking'. Other bins in the grid include 'Awaiting Review' (0), 'Program Review - Cont.' (0), 'Program Review - CF' (0), 'Awaiting Materials' (0), 'Program Ranking - CF' (0), and 'Fellowship Chair Submission' (0).

Navigation	Browse		
	Fellowship		
Home	Awaiting Review	Program Review - Cont.	Program Review - Prosp.
Browse	F: Awaiting Submission (0)	F: Program Review - CF (0)	F: Program Ranking (1)
Search			
Queue			
Recent			
Share			
Help			
	F: Awaiting Materials (0)	F: Program Ranking - CF (0)	F: Fellowship Chair Submission (0)

Prospective Student Fellowship Process

Coordinator Process

- Tools (queries) to help you identify students and organize reviews
 - **PF: Applications in Program Ranking Bin**

Exports

Name
Graduate Program
Faculty Rating Average
Rank?
Ranking

Filters [Check Logic](#) [Matching Rows: 0](#)

Round	IN Application for Graduate Admissio
Workflow Bin	Workflow Bin IN Fellowship: F
Faculty Rating Average	PINNED >= 0
Graduate Program	PINNED IN

Prospective Student Fellowship Process

Coordinator Process

- Program Ranking bin
- Tools (queries) to help you identify students and organize reviews
 - Can filter students in Reader
- Default filter is “F: Prospect Fellowship – Ranking”.
- Select graduate program(s) you want. Note: Coordinators can see entire list of programs here, but will only have access to their programs.
 - You can select multiple programs by holding down the control key and clicking on the programs you want.
- Coordinators can also add an addition filter of “Faculty Rating Average”
- This filter will display all the students in the Program Ranking bin along with their Average Faculty Rating and your fellowship nomination ranking.

Search...

Program Review - Prosp. - F: Program Ranking

Default

- Default
- Citizenship - Domestic & Permanent Resident
- Citizenship - International
- F: Prospect Fellowship - Admission Memo
- F: Prospect Fellowship - Ranking
- Faculty Member Preference
- GPA - Verified & Self Reported
- Grad Prep Program Applicants
- Missing Checklist Items
- Research Interests - Dropdown Choice (Single)
- Research Interests - Dropdown Choices (Multiple)
- Research Interests - Text Boxes (Multiple)
- Residency - CA Residents Only

Build Query

Test Scores - TOEFL

Applications (1)

Name	Graduate Program	Faculty Rating Average	Rank?	Ranking	Verified UG GPA	Verified Grad GPA
------	------------------	------------------------	-------	---------	-----------------	-------------------

Prospective Student Fellowship Process

Coordinator Process

- Program Ranking bin
- Add applications to your queue to access the “Prosp Fellowship Ranking” Reader Review form.
- To expand the form, select “Yes” for “Rank the applicant?”
- Rank the student (multiple Ranking Reader Forms may be submitted to change/correct a previously submitted ranking)
- Option to add fellowships for which the student did not self-nominate.
- If your program is eligible, there are separate fields to nominate the student for the DDGF
- Send the form but keep in the same bin until you are finished ranking all students you want to nominate.
- Check your progress by running the filter or the query.
- When finished ranking, send the applications to the “F: Fellowship Chair Submission” bin (individually from Reader or by batch using the “Applications in Program Ranking bin” query).
 - Choose your chair in the “Next Reader” bin to add the applications directly to their queue.
- You may simply leave un-ranked students in this bin.

Prosp Fellowship Ranking Form

Rank this applicant?

Each applicant must have a *unique* ranking. You may rank up to 30 applicants.

Ranking (1 = highest)

If a student failed to self-nominate for a fellowship, or fellowships, you believe they are eligible for, you may program-nominate them using the below multi-select list. (Hold Ctrl to select multiple fellowships)

Alex and Phyllis McCalla Fellowship
Eugene Cota Robles Fellowship
Floyd and Mary Schwall Medical Fellowship
Herbert Kraft Fellowship

Nominate this student for the Dean’s Distinguished Graduate Fellowship?

Comments (optional)

Send to Bin

Current Bin
F: Program Ranking

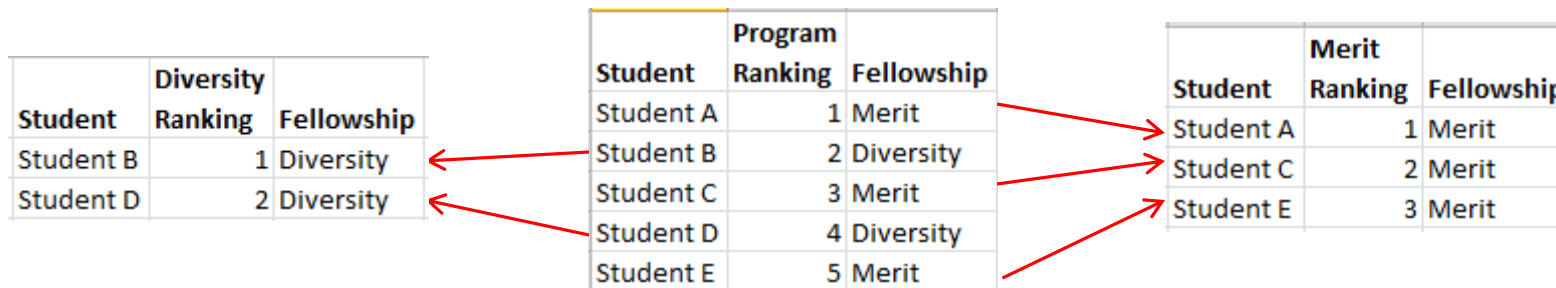
Next Bin (required)

Next Reader (optional)

Prospective Student Fellowship Process

Program Ranking bin

- Ranking Strategy
 - Rank 1, 2,...,30, with 1 being the highest.
 - We've set the maximum to 30. The average number of nominations we receive per program is 10.
 - The system allows duplicate ranking, please audit for this error.
 - Rank students based primarily on overall quality/recruiting priority, not by fellowship.
 - You do not have to decide whether to rank a merit fellowship or a diversity fellowship as #1.
 - Graduate Studies reviews these two types of fellowships separately and for each graduate program I extrapolate the students' ranking based on the fellowship type.



Prospective Student Fellowship Process

Coordinator Process

- Tools (queries) to help you identify students and organize reviews
 - **PF: Dean's Distinguished Query**

Exports

Name
Graduate Program
Degree Objective
UCD Citizenship Status
Faculty Rating Average
Verified UG GPA
Verified GR GPA
Prosp Fellowship Deans Nomination

Filters [Check Logic](#) [Matching Rows: 0](#)

Round	IN Application for Graduate Admission and
Prosp Fellowship Deans Nomination	IN Yes
Graduate Program	PINNED IN

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Prospective Student Fellowship Process

Fellowship Chair Process

- Fellowship Chair Submission bin
 - To access the applications in the Fellowship Workflow, you have to exit out of the Admission Workflow and enter the Fellowship Workflow



Slate Reader



slate	Browse		
Home	Fellowship		
Browse	Awaiting Review	Program Review - Cont.	Program Review - Prosp.
Search	F: Awaiting Submission	F: Program Review - CF	F: Program Ranking
Queue	0	0	1
Recent	F: Awaiting Materials	F: Program Ranking - CF	F: Fellowship Chair Submission
Share	0	0	0
Help			

Prospective Student Fellowship Process

Coordinator Process

- Tools (queries) to help you verify your final ranking
 - **PF: Applications in Chair Submission Bin**

Exports

Name
UCD Matching - Student ID
Graduate Program
Faculty Rating Average
Rank?
Ranking

Filters [Check Logic](#) Matching Rows: 0

Round	IN Application for Graduate Admission and Fello
Workflow Bin	Workflow Bin IN Fellowship: Fellowship -
Graduate Program	PINNED IN

slate

- Dashboard - G...
- Coordinator N...
- Application - G...
- Academic Hist...
- Transcripts - G...
- Recommendat...
- Test Scores - ...
- Supporting Ma...
- Fellowships - G...
- Review Forms ...**

In the reader queue, you can choose the Reader Form and see the ranking

Prosp Fellowship Ranking Form

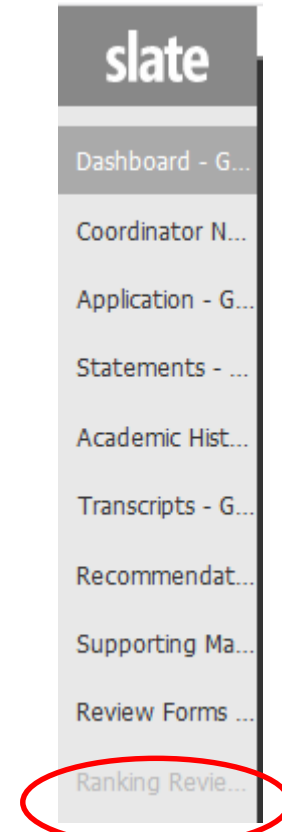
Form User	Lauren Worrell
Form Title	Prosp Fellowship Ranking Form
From Bin	F: Program Ranking
Into Bin	F: Fellowship Chair Submission
Form Submitted	12/14/2018
Rank this applicant?	Yes
Ranking (1 = highest)	1

Prospective Student Fellowship Process

Coordinator Process

- Fellowship Ranking Review Tool:** In the Program Ranking Bins in the Fellowship Workflow (“F: Program Ranking – CF” and “F: Program Ranking”), you will now see a new tab at the bottom of your navigation screen labeled Ranking Review. If you click on this tab (WITHIN ANY APPLICATION IN THAT BIN), it will show you a report of all applications in the same major.
 - This report will show both the Faculty Average Rating for each application AND the Fellowship Rank for any applicants you have ranked.
 - The report will automatically sort the results to show Rank order (1-30) and then Faculty Rating Average (10-0):
 - You can use this report to check your rankings of other applications so that you don’t accidentally assign 2 applications the same rank. The nice part about this report is that you can be looking at it while you are filling out the Fellowship Ranking Form.

Rank	Name	Bin	Degree	Citizenship	GR GPA	UG GPA	Prgm Dec	Fac Rating	GRE (vrbl)
	Tjahjono, Nicholas	F: Program Ranking	Ph.D.	US		3.844	Admit	10	157
	Rosenmann, Nathan David	F: Program Ranking	Ph.D.	US		3.95	Admit	9.5	152
	Carpenter, William Jackson	F: Program Ranking	Ph.D.	US		4.00	Admit	9.5	157
	Duncan, Margaret Abigail	F: Program Ranking	Ph.D.	US		3.601	Admit	9	158
	Valerio, Mary A (Maryann)	F: Program Ranking	Ph.D.	US		3.946	Admit	9	166
	Nguyen, Jonathan D	F: Program Ranking	Ph.D.	US	3.92	3.45	Admit	9	158
	Sun, Yifei	F: Program Ranking	Ph.D.	INTL	3.91	3.88	Admit	9	160
	Kipnis, Abraham (Abe)	F: Program Ranking	Ph.D.	US		3.51	Admit	9	157
	Wong, Cindy Y	F: Program Ranking	Ph.D.	US		3.62	Admit	8	147
	Lopez Lara, Jessica	F: Program Ranking	Ph.D.	US		3.257	Admit	7	148



Prospective Student Fellowship Process

Fellowship Chair Process

- Fellowship Chair Submission bin
- Confirm rankings using Reader filter or Query report
- The Chair should access Reader via the Fellowship Workflow
- To revise a ranking, send the application back to the “Program Ranking” bin
- Coordinators can view this bin but only the Chair can submit the Reader Review form
- The Chair needs to add all applications in the “Fellowship Chair Submission” bin to their Queue.
 - Coordinator could have already placed them all in the Chair Queue
- To confirm Ranking and Fellowship Nomination for each application, choose “F: Grad Studies” as the “Next Bin” and hit “Send”.
- When all applications have been confirmed, the “Fellowship Chair Submission” bin will be empty.

Fellowship Chair - Ranking Confirmation

Please review this student's rank. To confirm the ranking move the application to Graduate Studies for review. If you need to change the ranking, please move it back to the Ranking Bin.

Send to Bin

Current Bin
F: Fellowship Chair Submission

Next Bin (required)

F: Grad Studies

Next Reader (optional)

Send

Saving in 1s...

Prospective Student Fellowship Process

Coordinator Process

- Tools (queries) to help you verify your submitted applications
 - **PF: Confirm Nomination - Prosp**

Exports

Name
Prosp Student Major
Prosp Student Degree Obj
Prosp Student Program Rank
Current Workflow Bin Workflow IN Fellowship

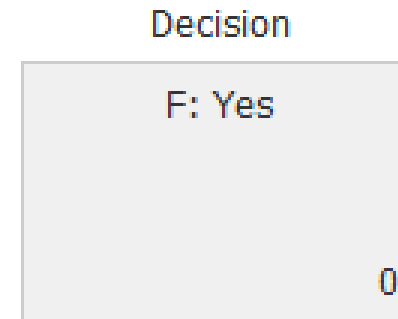
Filters Check Logic Matching Rows: 0

Round IN Application for Graduate Admission and Fellowships
Workflow Bin Workflow Bin IN Fellowship: Fellowship - FA Evalua
Tag NOT IN Test Record
Graduate Program PINNED IN

Prospective Student Fellowship Process

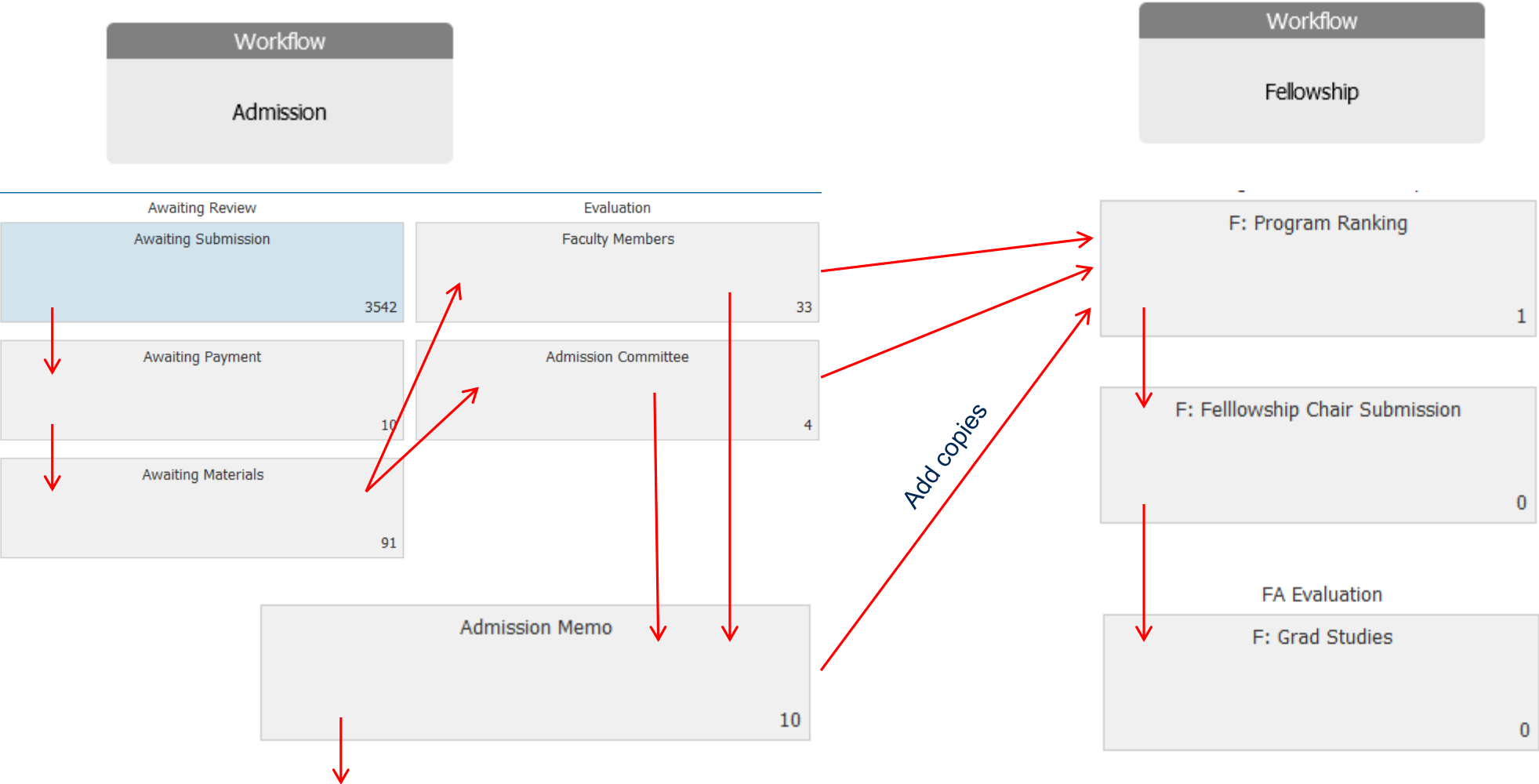
Coordinator Process

- Fellowship offer letters and fellowship decisions
 - Go to the Fellowship Workflow in Slate Reader
 - Select “Browse” in the left hand column
 - Select the “F: Yes” bin
 - Open the student’s application
 - Click on “Offer Letters” in the left hand column
 - Here you will see their SIR Form, Admission Letter, Fellowship Letter, and Fellowship Decision Form
 - Go to the Admission Workflow in Slate Reader
 - Do a search for the student
 - Open the student’s application
 - Click on “Decision Letters” in the left hand column
 - Here you will see their SIR Form, Admission Letter, Fellowship Letter, and Fellowship Decision Form



Prospective Student Fellowship Process

Process Flow



Admission process continues...

AGENDA



- Deadlines and Overview
- PRM
- Prospective Student Process
 - Faculty Responsibilities
 - Coordinator Responsibilities
 - Chair Responsibilities
- **Continuing Student Process**
 - Faculty Responsibilities
 - Coordinator Responsibilities
 - Chair Responsibilities
- Questions

Overview

Continuing Student Fellowship Process



- 1) Assign fellowship roles to faculty in PRM
- 2) Encourage and assist students to complete their applications.
 - a) Letters of recommendation are the only outstanding materials
- 3) Implement a process to determine a sub-set of students you want to consider for fellowship nomination.
 - a) Add any fellowships the students didn't choose
 - b) Move these students from the "F: Program Review - CF" bin to the "F: Program Ranking - CF" bin
- 4) Implement a process to confirm the final list of students you want to rank and nominate.
 - a) Rank the students
 - b) Move the ranked students to the "F: Fellowship Chair Sub - CF" bin
- 5) Confirm your ranked list and have your Fellowship Chair move the ranked students to the "F: Grad Studies" bin
- 6) Graduate program process is complete

Continuing Student Fellowship Process

Accessing the Continuing Student Fellowship Workflow

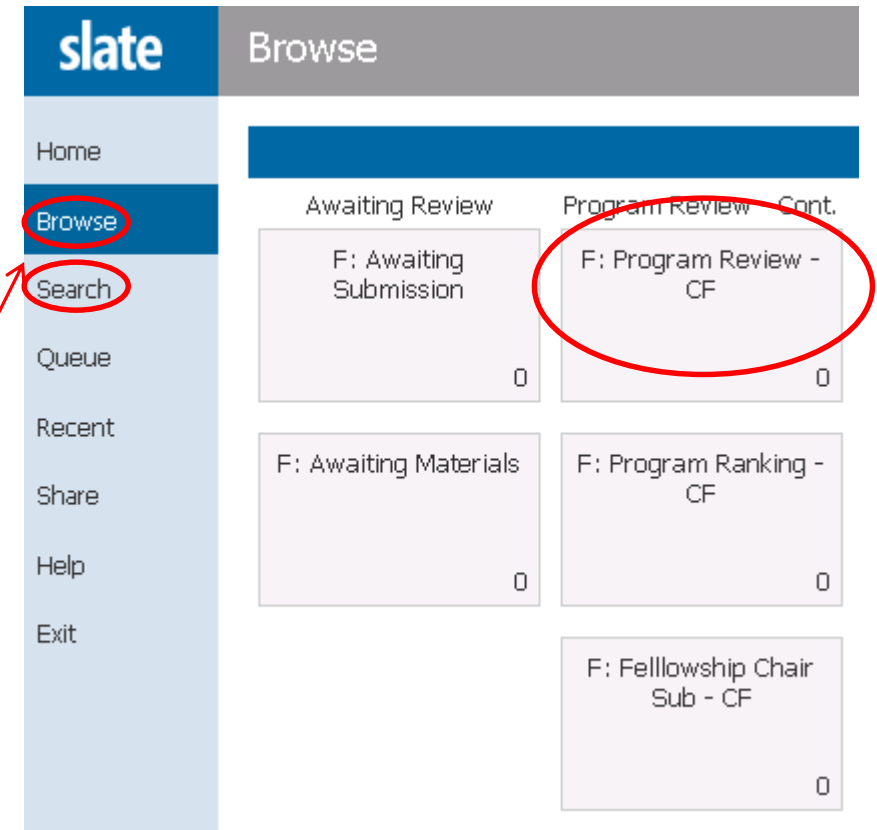
- F: Program Review – CF bin
 - To access the applications in the Fellowship Workflow, you have to exit out of the Admission Workflow and enter the Fellowship Workflow



Slate Reader



- When you enter Reader, it starts on the “Home” tab (nothing displays), click on the “Browse” tab to see the bins
- Click on a bin, or the “Search” tab, to see the list of applications from the graduate programs you’ve been given access



Continuing Student Fellowship Process

Faculty fellowship review in the Continuing Fellowship workflow

- Faculty can filter the list using various queries on the right side
- Click on the “display copy” icon to open and review an application

The screenshot shows the 'slate' interface with a table of applications and a filter panel on the right. The table has columns for Name, Graduate Program, and Degree Objective. The filter panel on the right includes a search bar, a dropdown menu for 'Program Review - Cont. - F: Program Ranking - CF', and a dropdown menu for 'F: Display Continuing Students'. A red circle highlights the 'display copy' icon in the table, and another red circle highlights the 'F: Display Continuing Students' filter in the panel.

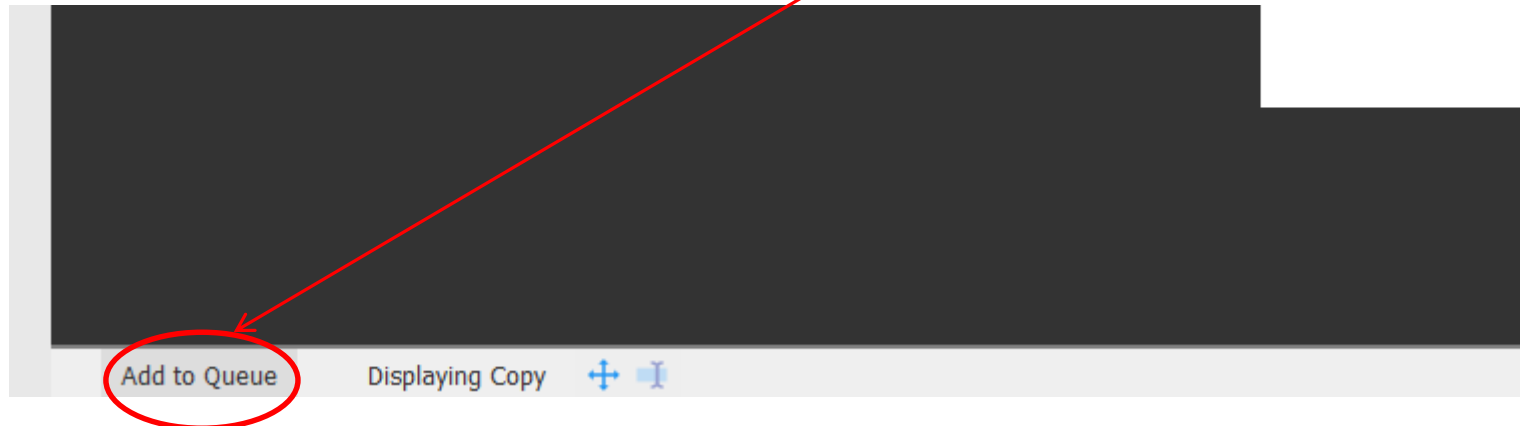
Name	Graduate Program	Degree Objective	
Creagar, Molly ▸ Sarah Driver	Applied Mathematics	Ph.D.	
Pungitore, Sarah A	Applied Mathematics	Ph.D.	
Xi, Xumei	Applied Mathematics	Ph.D.	

- The default filter is set to “F: Display Continuing Students”. If you have access to multiple programs and only want to display students from one, don’t forget to add the graduate program major to the Pinned filter section.

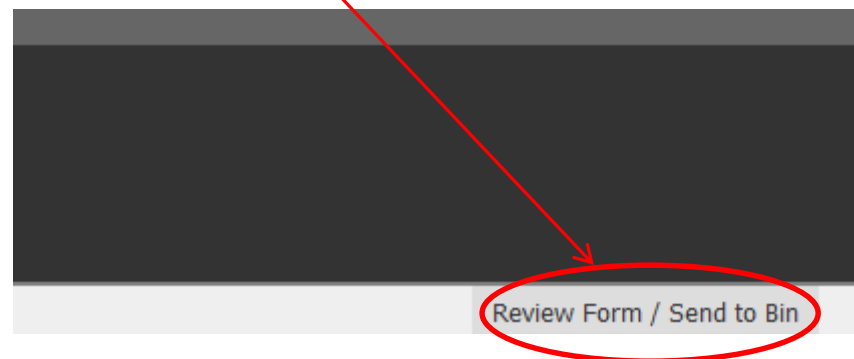
Continuing Student Fellowship Process

Faculty fellowship review in the Continuing Fellowship workflow

- **Only add to your queue when ready to Rate & Comment!**
 - Once application is open, click on “Add to Queue” (lower left of screen) to access the Rate & Comment Reader Review Form. Finish ASAP as applications can only be in one bin at a time.



- Click on “Review Form / Send to Bin” (lower right of screen) to open the Reader Review form



Continuing Student Fellowship Process

Faculty fellowship review in the Continuing Fellowship workflow

- Check “CF - Rate & Comment” to expand (open) the form

un-expanded view:

CF: Graduate Program Coordinator
 CF: Rate & Comment Form #3
 Comments for Fellowship Committee

Send to Bin

Current Bin
F: Program Review - CF

Next Bin (required)
[Dropdown menu]

Next Reader (optional)
[Text field]

Send **Draft Saved**

Rate & Comment Form

CF: Rate & Comment Form #3

Overall Rating (10=highest, 1=lowest)
[Dropdown menu]

Comments
[Text area]

Recommend for Internal Grad Studies Fellowship
[Dropdown menu]

Comments for Fellowship Committee

Send to Bin

Current Bin
F: Program Review - CF

Next Bin (required)
[Dropdown menu]

Next Reader (optional)
[Text field]

Send **Draft Saved**

This field is required. Your program should develop a rubric to ensure ratings are on the same scale.

This field is not required. May be used to record any comments about the applicant.

This field can be used to communicate to the program if you think the student would be a good fellowship nominee. This field is not required and selecting “Yes” will not guarantee the student is nominated.

This defaults to the current bin and faculty will not be able to change this field.

Click “Send” to save the form and move the application out of your Queue.

Continuing Student Fellowship Process

Coordinator Process

- Tools (queries) to help you identify students and organize reviews
 - Choose the “Cont Student Fellowship” folder
 - For “PINNED” filters, you must add the graduate program(s). (choose multiple programs by pressing the control key while selecting programs)

Queries

New Query

Quick Query

Name	Folder
CF: Applications in Program Ranking Bin	Cont Student Fellowship
CF: Apps in Chair Submission Bin	Cont Student Fellowship
CF: Fellowships by Student	Cont Student Fellowship
CF: Grad Coordinator Faculty Assignment & Comments	Cont Student Fellowship
CF: Missing Checklist Items Query	Cont Student Fellowship
CF: Rate & Comment Query	Cont Student Fellowship
CF: Student Basic Information	Cont Student Fellowship

Folders

[All Folders](#)

[*Graduate Program Queries](#)

[Audit](#)

[Cont Student Fellowship](#)

[Integration](#)

[Prosp Student Fellowship](#)

[Reader](#)

[Reader-Reports](#)

[Shared](#)

[System](#)

Continuing Student Fellowship Process

Coordinator Process

- Tools (queries) to help you identify students and organize reviews
 - **CF: Fellowships by Student**

Exports

Name
UCD Student ID
Major
Degree Obj
CF: Faculty Rating Average
Cont Fellowship Ranking
Cont Fellowship Dept Nomination
Bilinski <input type="checkbox"/>
Crosby <input type="checkbox"/>
Dissertation Year Fellowship <input type="checkbox"/>
Drake <input type="checkbox"/>
Faulkner <input type="checkbox"/>

Foin <input type="checkbox"/>
Gibeling <input type="checkbox"/>
Godoy <input type="checkbox"/>
Golden <input type="checkbox"/>
Grad Research Mentorship <input type="checkbox"/>
Grieshop <input type="checkbox"/>
Hill <input type="checkbox"/>
Krantz <input type="checkbox"/>
Lee <input type="checkbox"/>
Lewin <input type="checkbox"/>
Loomis <input type="checkbox"/>
Lyons <input type="checkbox"/>

Mahan <input type="checkbox"/>
McArthur <input type="checkbox"/>
McDonald <input type="checkbox"/>
McKeehan <input type="checkbox"/>
Provost's Dissertation <input type="checkbox"/>
Richards <input type="checkbox"/>
Saxon <input type="checkbox"/>
Schwalen <input type="checkbox"/>
Schwall Dissertation <input type="checkbox"/>
Shoemaker <input type="checkbox"/>
Sims <input type="checkbox"/>
Stacey <input type="checkbox"/>

Telford <input type="checkbox"/>
Tryon <input type="checkbox"/>
UCD Grad Research <input type="checkbox"/>
Velez <input type="checkbox"/>
Walker <input type="checkbox"/>
Werner <input type="checkbox"/>
Wood <input type="checkbox"/>
Wright <input type="checkbox"/>

Filters Check Logic Matching Rows: 0

Round	IN Application for Continuing Student Fellowships
Continuing Student Fellowship Major	PINNED IN
Application Submission Status	PINNED = Submitted

Continuing Student Fellowship Process

Coordinator Process

Optional: Coordinators can use the “Major Professor” and/or the “Assigned Faculty Reviewer” fields to help identify and organize reviewer assignments.

- Use the “Grad Coordinator Faculty Assignments & Comments” query to review your data.
- Leave in the “Program Review” bin when saving the form for this purpose.
- Comments submitted using the “Comments for Fellowship Committee” form are only visible to faculty with Reviewer Group access.

How to move applications from the “Program Review – CF” bin to the “Program Ranking - CF” bin

- Add applications to your queue to access the “CF: Graduate Program Coordinator” Reader Review form.
- You move the application to the “Program Ranking” bin by choosing “F: Program Ranking - CF” as the “Next Bin”.
- This does not nominate a student for fellowship consideration, you could still choose to not nominate/rank this student in the fellowship processes to follow.

CF: Graduate Program Coordinator

CF: Graduate Program Coordinator

Submitted form will be visible in Coordinator Notes Tab to all readers.

Program Comments

Comments submitted here are visible to all reviewers.

Major Professor

Assigned Faculty Reviewer

CF: Rate and Comment

Comments for Fellowship Committee

Send to Bin

Current Bin

F: Program Review - CF

Next Bin (required)

F: Program Ranking - CF

Next Reader (optional)

Send

Saving in 2s...

Continuing Student Fellowship Process

Coordinator Process

- Program Ranking bin
- Add applications to your queue to access the “Cont Fellowship Ranking” Reader Review form.
- To expand the form, select “Yes” for “Rank the applicant?”
- Rank the student (multiple Ranking Reader Forms may be submitted to change/correct a previously submitted ranking)
- Option to add fellowships for which the student did not self-nominate.
- Send the form but keep in the same bin until you are finished ranking all students you want to nominate.
- Check your progress by running the filter or the query.
- When finished ranking, send the applications to the “F: Fellowship Chair Sub - CF” bin (individually from Reader or by batch using the “CF: Applications in Program Ranking Bin” query).
 - Choose your chair in the “Next Reader” bin to add the applications directly to their queue.
- You may simply leave un-ranked students in this bin.

Cont Fellowship Ranking Form

Rank this applicant?

Each applicant must have a *unique* ranking. You may rank up to 30 applicants.

Ranking (1 = highest)

If a student failed to self-nominate for a fellowship, or fellowships, you believe they are eligible for, you may program-nominate them using the below multi-select list. (Hold Ctrl to select multiple fellowships)

Alfred and Marie Gibeling Fellowship
Austin Eugene Lyons Graduate Fellowship
Beatrice Oberly and S. Atwood McKeehan Fellowship
Bert and Nell Krantz International Agriculture Fellowship

Comments (optional)

Send to Bin

Current Bin
F: Program Ranking - CF

Next Bin (required)

Next Reader (optional)

Continuing Student Fellowship Process

Coordinator Process

- To expedite moving your ranked students to your chair bin, you can batch move their applications using a query.
 - Choose the “Cont Student Fellowship” folder
 - Choose the query: “CF: Application in Program Ranking Bin”

Queries

New Query

Quick Query

Name	Folder
CF: Applications in Program Ranking Bin	Cont Student Fellowship
CF: Apps in Chair Submission Bin	Cont Student Fellowship
CF: Fellowships by Student	Cont Student Fellowship
CF: Grad Coordinator Faculty Assignment & Comments	Cont Student Fellowship
CF: Missing Checklist Items Query	Cont Student Fellowship
CF: Rate & Comment Query	Cont Student Fellowship
CF: Student Basic Information	Cont Student Fellowship

Folders

[All Folders](#)

[*Graduate Program Queries](#)

[Audit](#)

[Cont Student Fellowship](#)

[Integration](#)

[Prosp Student Fellowship](#)

[Reader](#)

[Reader-Reports](#)

[Shared](#)

[System](#)

Continuing Student Fellowship Process

Coordinator Process

- Batch Movement
 - Open the “Pinned” filter and add your graduate program
 - Run the Query

The screenshot displays a software interface for managing data queries. On the left, a panel titled "CF: Applications in Program Ranking Bin" shows query details: Folder (Cont Student Fellowship), User (Steven Albrecht), Base (Applications), Execution Mode (Retrieve all records each time query is run), and Filters (Round IN Application for Continuing Student Fellowships, Workflow Bin, Workflow Bin IN Fellowship: Fellowship - Pr, Continuing Student Fellowship Major, PINNED IN). The "Matching Rows" count is 0. A "Run Query" button is circled in red. On the right, an "Edit Filter" panel shows the "Continuing Student Fellowship Major" filter set to "IN". A search box and a "Show Selected" checkbox are present. A list of graduate programs is shown, including Agricultural and Environmental Chemistry, Agricultural and Resource Economics, Animal Behavior, Animal Biology, Anthropology, Applied Mathematics, Art, Art History, Atmospheric Science, and Avian Sciences.

Folder	Cont Student Fellowship
User	Steven Albrecht
Base	Applications
Execution Mode	Retrieve all records each time query is run
Filters	Round IN Application for Continuing Student Fellowships Workflow Bin Workflow Bin IN Fellowship: Fellowship - Pr Continuing Student Fellowship Major PINNED IN
Matching Rows	0

Run Query

Edit Filter

Continuing Student Fellowship Major: IN

Search...

Show Selected

- Agricultural and Environmental Chemistry
- Agricultural and Resource Economics
- Animal Behavior
- Animal Biology
- Anthropology
- Applied Mathematics
- Art
- Art History
- Atmospheric Science
- Avian Sciences

Continuing Student Fellowship Process

Coordinator Process

- Batch Movement
 - In the “Output” dropdown, choose “Bin”
 - Hit “Export”

CF: Applications in Program Ranking Bin

Output

Bin

Export

Rows 1-4 of 4 Prev Next

Name	UCD Student ID	Major	Degree Objective
Bolandparvaz, Amir	999583719	Biomedical Engineering	Ph.D.
Castillo Cortes, Gabriel	912476984	Computer Science	Ph.D.
Chen, Zeyuan (Zee)	999472192	Computer Science	M.S.
Gabriel, Marina Helen	999694514	Biomedical Engineering	M.S.

Continuing Student Fellowship Process

Coordinator Process

- Batch Movement

Bin Management

Workflow

Bin Action

Bin

Queue Action

Add Reader
No matches found.

Rows 1-4 of 4 Prev Next

<input type="checkbox"/>	Bin Management: App...	Bin Management: Bin	Bin Manag
<input checked="" type="checkbox"/>	Bolandparvaz, Amir	F: Program Ranking - CF	
<input type="checkbox"/>	Castillo Cortes, Gabriel	F: Program Ranking - CF	

- In “Workflow”, choose “Fellowship”
- In “Bin Action”, Choose “Set Bin”
- In “Bin”, choose “F: Fellowship Chair Sub – CF”
- To put the applications directly into your chair’s queue, search for their name in the “Add Reader” section
- This query will pull all applications under that major in this bin. You will only want to check the students who you have ranked.
- hit “Update Selected” to move the checked apps.

Continuing Student Fellowship Process

Fellowship Chair Process

- Fellowship Chair Submission bin
- Confirm rankings using Reader filter or Query report
- The Chair should access Reader via the Fellowship Workflow
- To revise the Rankings, send back to the “Program Ranking” bin
- Coordinators can view this bin but only the Chair can submit the Reader Review form
- The Chair needs to add all applications in the “F: Fellowship Chair Sub - CF” bin to their Queue.
 - Coordinator could have already placed them all in the Chair Queue
- To confirm Ranking and Fellowship Nomination for each application, choose “F: Grad Studies” as the “Next Bin” and hit “Send”.
- When all applications have been confirmed, the “Fellowship Chair Submission” bin will be empty.

Fellowship Chair - Ranking Confirmation

Please review this student's rank. To confirm the ranking move the application to Graduate Studies for review. If you need to change the ranking, please move it back to the Ranking Bin.

Send to Bin

Current Bin
F: Fellowship Chair Sub - CF

Next Bin (required)

F: Grad Studies

Next Reader (optional)

Send

Saving in 1s...

Continuing Student Fellowship Process

Coordinator Process

- Fellowship offer letters and fellowship decisions



Gordon, Emily

Dashboard Timeline **2020-21 Art, M.F... Decided** Profile Materials Details

2020-21 Art, M.F.A.

Decided
Submitted December 24, 2019
Last updated March 23, 2020

Accept (SIR Yes)
Status: Released

UC Davis Student ID: 918932969
Program: Art
Degree: M.F.A.
Submitted: 12/24/2019 at 01:52AM ET
Eligible for Fellowship? Yes
Fellowship Decision: Accept

Decisions

Effective ▲	Decision	Released	Received	User	
03/30/2020	Accept (SIR Yes)	03/30/2020			
03/13/2020	Fellowship Award	03/13/2020	03/13/2020	Ruth	
02/11/2020	Admit Admission Letter effective 01/24/2019	02/11/2020	02/11/2020	Laura	

Continuing Student Fellowship Process

Coordinator Process

- Fellowship offer letters and fellowship decisions
 - Go to the Fellowship Workflow in Slate Reader
 - Select “Browse” in the left hand column
 - Select the “F: Yes” bin
 - Open the student’s application
 - Click on “Offer Letters” in the left hand column
 - Here you will see their Fellowship Letter and Fellowship Decision Form

Decision
F: Yes
0

Continuing Student Fellowship Process

Coordinator Process

- Tools (queries) to help you verify your submitted applications
 - **CF: Confirm Nomination - Cont**

Exports

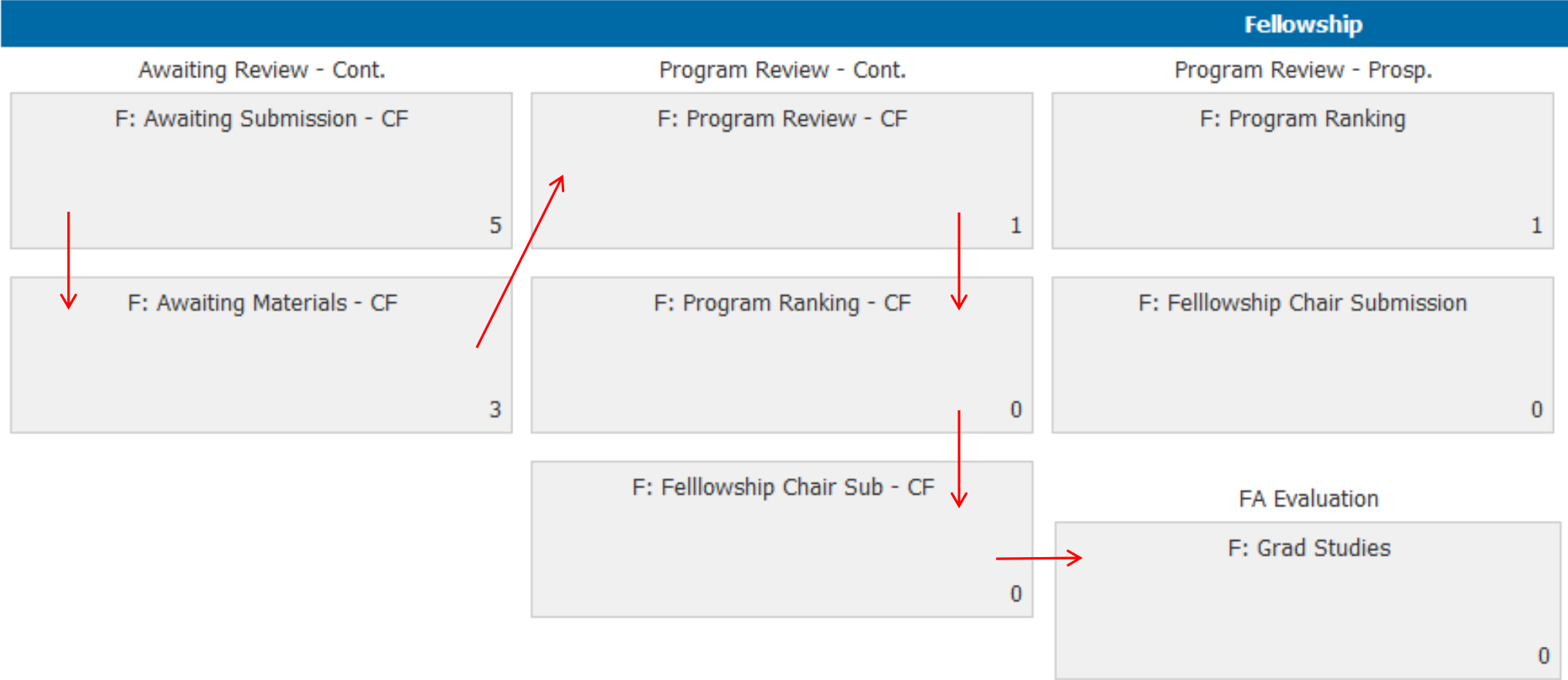
Name
UCD Student ID
Cont Student Major
Cont Student Degree Obj
Cont Student Program Rank

Filters [Check Logic](#) [Matching Rows: 0](#)

Continuing Student Fellowship Major PINNED IN
Workflow Bin Workflow Bin IN Fellowship: Fellowship - FA E
Round IN Application for Continuing Student Fellowships
Workflow Bin Workflow Bin IN Fellowship: Fellowship - FA E

Continuing Student Fellowship Process

Process Flow



A blue-tinted photograph of a university campus. A central paved path leads towards a large, white, multi-story building with arched windows. The path is flanked by green lawns and large, leafy trees. Several black lampposts with white globe lights are visible along the path. The entire scene is enclosed within a white rectangular border.

QUESTIONS?